



FOOD VENDOR APPLICATION

Saturday, August 16 (Noon-10:00 pm)
Sunday, August 17 (Noon-8:00 pm)

\$160 Registration Fee per 10' x 15' Space
Applications Due by July 7, 2008
\$50 Late Fee

Restaurant Meeting July 9, 2008

Name _____

Please type or print legibly

Company _____

Address _____

City _____

State _____

Zip _____

Phone _____

Fax _____

Email Address _____

FEIN/IBT# _____

Describe Your Menu _____

Are you a Ravenswood Chamber Member? _____

Yes _____

No _____

Method of Payment: _____

Cash _____

Check _____

MasterCard _____

Visa _____

Card Number _____

Exp. Date _____

Security Code _____

Will you have amplified music in your booth? Please explain. _____

(There are strict limitations. The Raven Committee must approve music in advance.)

Items required prior to **July 7, 2008** to secure a Temporary Food Vendors license from the City of Chicago for The Raven:

_____ Completed Raven Application

_____ Certificate of Insurance*

_____ Temporary Food Vendor Application
(**Final** menu due by 07/1/08)

_____ Copy of Summer Sanitation Certificate

_____ Copy of Current Health Inspection
(Certificate must be dated 2008)

_____ Site Plan of Booth

*Certificate of Insurance must list the **City of Chicago, the Ravenswood Chamber of Commerce, Chase Park Advisory Council, Community Building Tutors, Ravenswood Community Council and Big Buzz Idea Group** as additional insureds with the **City of Chicago Office of Emergency Management** listed as the **Certificate Holder**.

Check here to participate in a local Summer Sanitation Course on 04/23/08 @ 3pm (\$40 per attendee).

Please make all checks payable to: **Chase Park Advisory Council** with **The Raven** in the memo line. Payments and forms should be mailed to: Big Buzz Idea Group at 3821 W. Wallen Ave., Lincolnwood, IL 60712. Please contact Devin Ball at Big Buzz Idea Group with any questions at 847.677.8273 or Devin@BigBuzzIdeaGroup.com.

For the safety, security and benefit of our vendors, the following rules must apply to all participants. Any non-compliance may result in immediate removal from the Festival and further action will be taken if necessary. (Please see attached rules and guidelines for additional information.)

Signature of Vendor _____

Date _____

Hosted by



THE RAVENSWOOD CHAMBER OF COMMERCE
Alderman Gene Schuller, 47th Ward



Produced by



FOOD VENDOR RULES AND GUIDELINES

- Food Vendor Applications and all supporting documentation **must** be submitted by **July 7, 2008**. The Ravenswood Chamber of Commerce (Chamber), Chase Park Advisory Council (CPAC), Community Building Tutors (CBT), Ravenswood Community Council (RCC) and Big Buzz Idea Group (BBIG) are not responsible for applications that do not include the necessary documentation.
- Food Vendor menus will be approved on a first come basis. All final menus are subject to approval by The Raven Committee.
- A non-refundable \$160 registration fee will reserve your 10' x 15' space. The application fee includes the City of Chicago Temporary Food Vending License and sanitation sinks for Food Vendors. Each Food Vendor will be required to complete a Raven Application, Temporary Food Vendor License Application (with **final** menu and site plan), copy of current Health Inspection (**dated in past six months**), Summer Sanitation Certificate and Certificate of Insurance evidencing Commercial General Liability Insurance with the **City of Chicago**, the **Ravenswood Chamber of Commerce** and **Big Buzz Idea Group** named as additional insureds with the **City of Chicago Office of Emergency Management listed as the certificate holder**. This is a rain or shine event. Inclement weather or Acts of God will not result in the cancellation of the event or the refunding of your fees.
- Food Vendor meeting scheduled for Wednesday, July 9th (time and location are TBD). Meeting will address additional details regarding the Festival.
- The Raven will receive **20% (15% for existing Ravenswood Chamber Members as of 03/31/08)** of all sales based on food tickets, and you will receive a check for 80% (85% for Chamber Members) issued on **Wednesday, August 20th**. Tickets must be wrapped in \$100 bundles and submitted to the office of The Ravenswood Chamber of Commerce at 1760 W. Wilson Ave., Chicago, IL 60640 **by 4 p.m. on Tuesday, August 19th**. Any fines and/or outstanding fees will be deducted from this payout.
- All alcoholic beverages, soda and water will only be sold by the Festival Committee. Food Vendors may sell other non-alcoholic beverages.
- **Cash sales are not permitted.** This is a ticketed event. All food prices must be in \$1 denominations.
- The Raven is meant to reflect the Ravenswood community at its best. Each vendor is required to empty garbage, recyclables and grease as necessary in the Community Council-provided containers. Vendor space must be kept clean and free of debris. The Raven staff will periodically monitor and then review the space for cleanliness each night with the vendor. **Any booth not properly cleaned at the close of the Festival will have a \$200 fee withheld from final payouts.**
- Sidewalks must be left unobstructed. Protective materials must be placed under fryers and grills. Any vendor who leaves equipment or supplies behind at the close of the event will incur **an additional \$200 fine (NO exceptions)**.
- The Raven participants and their employees are expected to serve as a positive representation of the community and at no time should there be any illegal activities taking place at the Festival. Any vendor found in violation of these rules can be fined and immediately removed from the Festival at the Committee's discretion.
- Vendors are responsible for setup and teardown of all signage, tents, tables and equipment; vendors may participate in a bulk order for tents, tables and equipment. You may use only your assigned space. No drilling into the street shall be permitted. **Vendors MUST pick up all equipment** on the northwest corner of Leland and Clark by 10 am on Saturday, August 16 and return by 9 pm on Sunday, August 17.
- Submission of a Vendor application does not guarantee acceptance for the event. Applications are reviewed by the Festival Committee and notified in writing of their acceptance. Application and equipment fees will be refunded to any vendor not approved for participation.
- Running water is not provided. However, one sanitation sink will be provided for every two vendors.
- The Chamber, RCC, CPAC, CBT, BBIG, employees, related Festival providers and participating sponsors will NOT be responsible for any injury, loss or damage that may occur to the vendor, its employees or property prior to, during or subsequent to the period covered by the vending contract. The vendor signing this contract expressly releases all of the aforementioned from any and all claims from such loss, damage or injury.
- All tents, booths or canopies must be made from fire retardant material. Each Food Vendor must have an approved fire extinguisher (carbon dioxide or multi-purpose dry chemical and a minimum of twenty pounds) in their booth.
- The City of Chicago requires all propane tanks to be chained together and attached to a stationary post. Food sales can be postponed until tanks are properly secured.
- Vehicles are only allowed on the street for setup prior to the event and for teardown after the Festival has closed. You will be notified when it is safe to bring your vehicle onto the street. All vendors will receive a confirmation letter regarding load-in/load-out times. **At no time may vendors drive on Park District property or block residential alleys or drives.**
- The Festival Committee and BBIG are grateful for the support of our sponsors. All vendors are expected to work with our sponsors and follow contract specifications when applicable.

*** Summer Food Festival Food Service Sanitation Certificates are available at Harold Washington College at 312.553.5803, the Hospitality Academy at McCormick Place at 312.791.6030 or the Illinois Restaurant Association at 312.787.4792.***